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Join the Celebration for Michigan's Newest Literary Landmark!

by Karren Reish, Michigan Center for the Book Coordinator

The Michigan Center for the Book is pleased to announce the latest Literary Landmark in Michigan – the boyhood home of Pulitzer Prize-winning poet and Saginaw native Theodore Roethke. In addition to receiving the Pulitzer Prize in 1954 for “The Waking,” Roethke was the recipient of an array of honors for his poetry, including two National Book Awards and the Bollingen Prize.

A public celebration of this national award will take place on Sept. 29 at the Theodore Roethke House, located at 1805 Gratiot Avenue in Saginaw. The festivities will begin with an afternoon dedication of the Literary Landmark plaque and continue that evening with a dinner featuring another Pulitzer Prize-winning poet, W.D. Snodgrass, as the keynote speaker. Roethke's cousin, Mary Ellen Roethke, will take part in the celebration along with local dignitaries, members of the Friends of Theodore Roethke Foundation, and representatives from the Michigan Center for the Book at the Library of Michigan, which initiated the application for Literary Landmark status.

Related events include a display of Roethke materials and photographs from the archives of the Public Libraries of Saginaw at the Hoyt Main Library in downtown Saginaw. The Melvin J. Zahnow Library at Saginaw Valley State University will host an exhibit of scarce editions of Roethke's works on loan from Jett Whitehead Rare Books of Bay City.

Funding for the Literary Landmark award and celebration has been provided by the Michigan Center for the Book, the Public Libraries of Saginaw, the Saginaw Valley State University Library, and local businesses and organizations.

The Michigan Center for the Book works with Friends of Libraries U.S.A. (FOLUSA) to locate and designate Michigan Literary Landmarks as part of FOLUSA's efforts to encourage the dedication of historic literary sites around the country. Michigan Literary Landmarks have been designated in honor of John Voelker, the Michigan judge who wrote “Anatomy of a Murder,” in 2002 and Dudley Randall, the founder of Broadside Press and a Detroit poet laureate, in 2001.

For more information, please contact:

-Linda Farynk, Director, Melvin J. Zahnow Library, Saginaw Valley State University, (989) 964-4236 or

-Karren Reish, Coordinator, Michigan Center for the Book, (517) 373-3891

2004 State Librarian's Excellence Award Luncheon Thursday, October 28, 2004

by Judith Moore

State Librarian Christie Pearson Brandau and Judith Moore, Executive Director of the Library of Michigan Foundation, invite you to join them at the special luncheon on Thursday, October 28, taking place during the Michigan Library Association's Annual Conference in Traverse City for the announcement of the 2004 State Librarian's Excellence Award.

The State Librarian's Excellence Award is awarded to a library of any type that exemplifies excellence in customer service. One library in Michigan receives this prestigious award each year. The recipient of the 2004 Excellence Award will receive a check for \$5,000, to be used as the library wishes to provide library service, as well a distinctive trophy for display in the library's public area. Two Library of Michigan Foundation Citations of Excellence will also be presented.

The nomination criteria require that libraries demonstrate: that they provide new, innovative and superior services to its customers in a cost effective manner, with a can-do attitude, by always delivering promises; that they have a strong commitment to high standards of service through staff dealings with customers; and that they are team players through collaborations in the community.

Previous recipients of the State Librarian's Excellence Award include Otsego County Library in 2003, Genesee District Library in 2002, and Houghton Lake Public Library in 2001. The following libraries have received Citations of Excellence since 2001: the Chesterfield Township Library, the Public Libraries of Saginaw, the Fremont District Library, the Lydia M. Olson Library of Northern Michigan University, the Clinton-Macomb Public Library and the Munson Healthcare Library Services.

For reservations to the State Librarian's Excellence Award luncheon, please call (517) 394-2774 or email: mla@mlcnet.org.

The Library of Michigan Foundation was established in 1985 to raise funds for special programs at the Library of Michigan.

LSTA in 2005

*by Jolee Hamlin, LSTA/USF Library Specialist,
Library of Michigan*

When crafting Michigan's LSTA Five-Year Plan of Service (2002-2007), the Library of Michigan conducted several forums around the state, soliciting feedback regarding the development, implementation and evaluation of a statewide LSTA program. Questions addressed during these sessions included how LSTA funds should be divided between statewide projects and individual grants and what LSTA funding priorities should be for Michigan. In general, most participants indicated that statewide resource sharing ought to be a priority, with the Library of Michigan leading this effort. The overwhelming majority felt that MeL and its components should be continued and expanded, even if such steps meant a reduction in individual grants. The "Library Services and Technology Act Five-Year Plan for Michigan October 2002 through September 2007" is available at www.michigan.gov/lsta.

In several venues during the last year, the Library of Michigan and the LSTA Advisory Council has discussed the option of a hiatus from administering an LSTA subgrant program so that LSTA funding could be used to launch the MeLCat project. The fiscal year 2005 appropriations from the Institute of Museum and Library Services will be used for this purpose. MeLCat – the anytime, anywhere information delivery service – ultimately will serve and link *all* Michigan residents to the information they need, when they need it.

This means no grant workshops will be held this fall, and no FY05 LSTA handbook will be printed. What it does not mean is the permanent elimination of a subgrant program. We hope to offer an individual grant program again next year, in fiscal year 2006.

Upcoming Continuing Education Opportunities from the Library of Michigan

by Deb Bacon-Ziegler, Continuing Education Coordinator, Library of Michigan

Workshop for New Directors and Their Trustees

This informative workshop provides an overview of the services the Library of Michigan offers to libraries across Michigan. We strongly encourage all new directors and trustees to attend this essential workshop.

Presenters: Library of Michigan staff
Date: November 18
Time: 9 a.m.–4:30 p.m.
Place: Library of Michigan, 702 W. Kalamazoo St., Lansing

For more information on this and other workshops offered by the Library of Michigan, please visit our web site at <http://www.michigan.gov/libraryofmichigan>.

For more information on the above workshop, you may also call Jenn Houseman at (517) 373-1580.

Don't forget to check the **Statewide Workshops and Events Calendar**, your one-stop source for workshops, training events, conferences, and other library-land happenings!

October is Family History Month

The Library of Michigan and other agencies in the Department of History, Arts and Libraries will once again celebrate Family History Month in October. Family History Month began in 2002 as a way of recognizing the importance of genealogy in preserving our sense of heritage and encouraging family history research and education.

A variety of programs, with topics for everyone from beginners to seasoned genealogy researchers, are scheduled throughout the month. All sessions are **FREE** unless otherwise noted, and all will take place at the Michigan Library and Historical Center, located at 702 West Kalamazoo Street in Lansing.

Friday, Oct. 1

Beginning Your Genealogy Research
3–4 p.m., Lake Huron Room

Saturday, Oct. 2

Michigan Archaeology Day
11 a.m.–3 p.m., Forum
Ships' Passenger Lists
9:30–11 a.m., Lake Ontario Room
Beginning Your Genealogy Research for Patrons Who Are Blind or Visually Impaired Abrams
Genealogy Series program. FEE: \$15. 1–2:30 p.m., Lake Ontario Room

Tuesday, Oct. 5

Beginning Your Genealogy Research
9:30–10:30 a.m., Lake Huron Room
Michigan Genealogy Resources
3–4 p.m., Lake Huron Room

Wednesday, Oct. 6

Genealogy Research Using HeritageQuest
3–4 p.m., Training Center

Thursday, Oct. 7

Military Records at the State Archives: 19th Century
3–4 p.m., Lake Huron Room

Saturday, Oct. 9

Civil War Saturday
9 a.m.–5 p.m., Forum/Rotunda
Relive the Civil War, with programs throughout the day, including: re-enactors and living history presentations, presentations on “Michigan and the Civil War” and “How to Research Your Civil War Ancestor,” a special session on how you can become a Civil War re-enactor, and special Civil War displays and exhibits.

Michigan Cemetery Resources

9:30–10:30 a.m., Lake Huron Room

Ontario Vital Records

3–4 p.m., Lake Huron Room

Tuesday, Oct. 12

Genealogy Research and the Rare Book Collection

10–11:00 a.m., Room TBA

Wednesday, Oct. 13

Preservation Workshop

2–3 p.m., Lake Huron Room

AncestryPlus

3–4 p.m., Training Center

Thursday, Oct. 14

Military Records at the State Archives: 20th Century

3–4 p.m., Lake Huron Room

Saturday, Oct. 16

Genealogy Appreciation Day Activities

1–3 p.m., Forum

Michigan Genealogical Council Seminar

9 a.m.–5 p.m., Michigan Library and Historical Center

Participate in a free daylong seminar, with programs exploring various genealogy topics, including Michigan genealogy research, newspapers in family history research and more. For registration information, please visit the Michigan Genealogical Council's Web site at

<http://www.rootsweb.com/~mimgc>.

Tuesday, Oct. 19

Using City Directories for Genealogical Research

9:30–10:30 a.m., Lake Huron Room

Michigan Newspapers

3–4 p.m., Lake Huron Room

Wednesday, Oct. 20

Genealogy Research Using HeritageQuest

10–11 a.m., Training Center

Michigan Cemetery Resources

3–4 p.m., Lake Huron Room

Thursday, Oct. 21

Naturalization Records

3–4 p.m., Lake Huron Room

Saturday, Oct. 23

Michigan Oral History Association Conference

9 a.m.–5 p.m., Forum

The Michigan Oral History Association's conference will include workshops of value to family history researchers. For more details, registration information and fee structure, please contact the Michigan Oral History Association at 5580 West State Road, Lansing, MI 48906; by phone at (517) 321-1746; or by e-mail at gwiskemann@arq.net.

Michigan Genealogy Resources

9:30–10:30 a.m., Lake Huron Room

Tuesday, Oct. 26

Ontario Vital Records

3–4 p.m., Lake Huron Room

Wednesday, Oct. 27

Michigan Vital Records

3–4 p.m., Lake Huron Room

Thursday, Oct. 28

Land Ownership/Historical Homes

3–4 p.m., Lake Huron Room

Friday, Oct. 29

Detroit-Area Genealogy Resources

3–4 p.m., Lake Huron Room

Saturday, Oct. 30

AncestryPlus

9:30–10:30 a.m., Training Center

Local History Day

9 a.m.–5 p.m., Forum/Rotunda

For more information, visit

www.michigan.gov/hal and click on the Family History Month link on the left side of the page.

Registration is also available by email at family-history@michigan.gov or by phone at (517) 373-1300. Seating is limited, so pre-registration is recommended for all Family History Month events. If you have questions concerning any of the Family History Month events, please contact the Library of Michigan's Special Collections Services at (517) 373-1300.

Celebrating the Library Family: Low-Cost, No-Cost Employee Recognition

by Deb Bacon-Ziegler, Continuing Education Coordinator, Library of Michigan

A critical component of the Public Library Association's *Smartest Card @ Your Library* campaign (www.pla.org/smartestcard.htm) is the "library family" — the staff, trustees, friends and volunteers who bring the library to life every day for our customers. In order for the library family to advocate for libraries and the library card, members must feel recognized, appreciated and passionate about their work.

As members of that library family, we know how rewarding it is to serve the public in our libraries. But we know, too, that this service is not for the faint of heart — library work is demanding, and every one of us, at some time or other, feels unappreciated and worn out.

Given the realities of reduced budgets and staffing shortages, what can we do as a library family to ensure that all members are recognized and appreciated? Fortunately, recognizing employees and their good efforts can be done at little or no cost. A survey of the many articles and books written on employee motivation and recognition confirms what we instinctively know: people like to be told how they are doing, and they like to be recognized for their hard work and dedication.

So how do you begin building a culture of recognition in your library? A first step might be to encourage everyone to offer positive verbal feedback that is personal, timely, specific and meaningful. For example, I might tell a page, "Alex, I want you to know how much I appreciate your hard work shelving the romance novels this week. They are so popular in the summer, and because of your awesome ability to shelve quickly and accurately, every patron who browsed your section left with a great beach read. Thank you!" Notice that this recognition opportunity included Alex's name, what he did, when he did it, why it matters to you, and the words "thank you." In other words, this recognition was personal, timely, specific and meaningful. Further, recognition does not need to be nor should it be only from the top down. To truly build a culture of recognition, each and every person in your organization must understand the importance of recognizing all of his or her colleagues and make recognition a habit.

If you would like to incorporate more formal recognition opportunities or programs at your library, you can find great ideas in the following books:

- "Whale Done! The Power of Positive Relationships" by Ken Blanchard et al.
- "Priceless Motivation: Quick Tips to Excite and Inspire Your Most Valuable Asset... People" edited by Andrew Stegman
- "Make Their Day! Employee Recognition That Works" by Cindy Ventrice
- "The Art of Possibility: Transforming Personal and Professional Life" by Rosamund Stone Zander and Benjamin Zander
- "Fish! A Remarkable Way to Boost Morale and Improve Results" by Stephen C. Lundin et al.
- "Gung Ho! Turn On the People In Any Organization" by Ken Blanchard

The key to recognition in your library is to find something that is meaningful to your individual library family — thank you notes, candy, flexible scheduling — anything that creates an environment where recognition is valued and supported. Then stand back and watch amazing things happen! Remember Alex? The last time I saw him shelving in his section, I noticed that he was chatting with patrons, pulling titles from his shelving cart for them and inviting them to come back soon. Really.

National Commission Links Libraries and Healthy Lifestyle

Michigan Library Among Blue Ribbon Award Winners

from Munson Healthcare and the U.S. National Commission on Libraries and Information Science

The U.S. National Commission on Libraries and Information Science (NCLIS) recently announced the winners for the 2004 NCLIS Blue Ribbon Consumer Health Information Recognition Awards for Libraries. Nominated by state library agencies, the awards are designed to highlight libraries that do the most to promote a healthy lifestyle.

Among the outstanding libraries in 38 states that NCLIS recognized was Munson Healthcare Library Services in Traverse City. Museum's Library Services won the award for its ongoing efforts in providing accurate, useful consumer health information to the people of Michigan, exemplifying the role that libraries can play in increasing awareness of health-related issues and encouraging healthy lifestyles.

Nominations for the Blue Ribbon Award came from State Librarian Christie Pearson Brandau, with the final decision made by NCLIS on the basis of the program's success and its potential impact, innovativeness and the ability to duplicate the program.

"The library richly deserves this prestigious award. All of us in Michigan are proud of this work and we are honored to be recognized at the national level for what is being done in the Traverse City area," said Brandau.

Michael Collins, MD, who serves as medical director of the Benzie/Grand Traverse/Leelanau County Health Department, echoed Brandau's comments. "The services provided by the libraries are accessible, prominent and easily reached by people," said Collins. "There is no potential for intimidation, and the staff - open and welcoming - is made up of people who are eager to help. The libraries are a major resource for the community."

Winning award entries will be compiled

into a report of best practices in consumer health information distribution via libraries. The report will be published by NCLIS (www.nclis.gov) and will be available this fall.

Libraries and Small Business: Partnering for Better Communities

In today's economic climate, with organizations of all shapes and sizes faced with limited resources, collaboration is more important than ever. While Michigan's libraries do a great job of cooperating and sharing resources with each other, many have also formed valuable partnerships with small businesses, benefiting both the library and the local economy. Following are a few examples that libraries shared with us.

Pinckney Community Public Library

by Hope Siasoco, Library Director

For a small library with a tight budget, the Pinckney Community Public Library can't afford a dedicated collection focusing on businesses. However, limited funding has helped us to "think outside of the box," allowing us to explore exciting ways to help small businesses and contribute to our community's economic growth.

At Kaffee Main coffee house, a small Pinckney Library collection helps entice customers to stay and enjoy a good book. The youth librarian reads for story time at the coffee shop, and our book discussion group meets there once a month. In return, the owner regularly posts and makes available to her customers library flyers for upcoming events. This year, after the library's first-ever "Scout Sleepover," participants enjoyed breakfast at Kaffee Main — chosen by the troop leader for our business partnership.

Another successful partnership is with John Colone, the owner of Screams Ice Cream Shop in Hell, Michigan. Every first Friday of the month, the library holds story readings called

“Frightening Fridays” there, as well as “Campfire Story Times” on weekends throughout October. This successful partnership has led the owner to provide the library with numerous prizes for summer reading program events and to donate other items to the library such as Halloween decorations and a gift basket for the MLA auctions. John has also marketed our library events calendar and newsletter to his customers, and this year Screams has partnered with the new library Friends group on a fundraising event.

A new embroidery shop called “A Touch of Class” opened in downtown Pinckney, and the manager so impressed the library staff and the Friends group with her work that we’ve decided to order our library clothing from her. The Friends group fundraising merchandise, embroidered with the library’s logo, all comes from this local business. For the library’s recent open house, the store’s manager embroidered the library logo on polo shirts and cardigans for the staff at a considerable discount, and she is also providing embroidered shirts as prizes for our summer reading program. Patrons really admire the work, and it helps to market the business and the library.

The library is also participating in the Pinckney Downtown Development Authority’s (DDA) first-ever welcome basket for new residents, to be delivered to every new resident in the Pinckney and Putnam Township area. For a small fee — a fee they waived for the library — the DDA is collecting gift items from numerous area businesses. We are including copies of brochures and bookmarks, as well as coupons for free movie rentals at the library.

We’re hoping that by partnering with area businesses, we can reach more people in our community. This supports local businesses by helping them attract new customers and welcoming existing customers. And thinking long-term, it never hurts to have the area businesses helping to market the library, especially come millage time.

Clinton-Macomb Public Library

by Christine Lind Hage, Library Director

Although we have the typical business material collections, we don’t have a special program for small business support. But the library does support economic development in our community through several organizations. As a “business

owner” (our branch library) in the Downtown Development Authority (DDA) district, I serve as secretary to the DDA. The DDA’s goal is to improve the area in ways that will attract new businesses and customers. This is done through improved streetscaping, signage, lighting and promotion.

As library director, I am also active in our local Rotary Club and Chamber of Commerce. Both of these organizations are business-based, and I see it as my mission to get the library message out to the members of those organizations. I’ve presented programs on available library services and resources to these and other service clubs that have many business people as members.

Hamburg Township Library

by Holly Hentz, Library Director

Hamburg Township is still a rather small, rural area in Livingston County. We do not have many businesses here, and for that reason, the library does its part to promote what is available. For the past six years, the Hamburg Township Library celebrated National Library Week by offering a weeklong series of adult programs featuring local businesses.

These programs and promotions have included:

- The local nursery giving advice on landscaping and plant care;
- The skateboard shop doing a demonstration on tricks and safety;
- The antique shop presenting a program on what is collectible and how to spot fakes;
- A local dog trainer giving a demonstration on how to make your dog behave;
- The local bead shop regularly holding jewelry-making classes;
- A day-long “spa day” featuring all local businesses (a hair dresser, massage therapist, caterer, facial specialist, personal trainer, department store make-up consultant, etc.); and
- A local soap-maker supplying many of our door prizes and giveaways.

We have had wonderful feedback from both our patrons and businesspeople. Promoting local businesses has been one way for us to reach out to

the community and make a difference to the people who live and work here.

St. Joseph Library

by Mary Kynast, Library Director

The town of St. Joseph had 53 carousel horses on display all over town this summer. Each horse is a creation of the sponsoring organization. Our library participated with a horse titled "Happy Tales to You," featuring (what else?) books. If I had been able to convince an artist to add a vignette of someone using a computer, we would have included that, but we ran out of time and volunteers!

This is certainly an example of the library participating in attracting visitors (and spending!) to the downtown area.

Houghton Lake Public Library

by Donna Alward, Library Director

We, like many public libraries, have worked on an assortment of projects with local businesses. We have hosted the Houghton Lake Merchants Association breakfast meeting, most recently in July. Library staff member Kim Frazho created a PowerPoint presentation honoring the association's 10th anniversary for one of its meetings.

We have worked on a variety of projects with Michigan Works and provided 192 hours of job training for a young woman in their "Out of School Step Up" program in March and April. Michigan Works provided her hourly rate, and we provided job training that covered Internet search strategies, computer applications and clerical procedures.

Kim worked with the Tourism Bureau to create a PowerPoint presentation that was used to promote Roscommon County area tourism at a regional conference.

In May, we hosted the Roscommon County Economic Development Corporation's breakfast meeting on broadband.

Last year Houghton Lake Public Library partnered with the Houghton Lake Area Tourism and Convention Bureau and Bank One to offer a free business-training seminar, "The Art of Giving Great Service." Fifty-two people participated in this customer service training session presented by

ZingTrain, a training service of Zingerman's Deli in Ann Arbor. ZingTrain shared insights on how the deli and its spin-off businesses became so successful and the role that customer service played in that success, offering suggestions on how local business owners could adapt this approach to their own organizations. Usually, this training would cost a business hundreds of dollars and involve trips to a larger city. As a result of this partnership, the seminar was free and conveniently located at their local library.

Free training and business-related materials were featured in a special display, including books on a variety of business topics like management, sales, organizational skills, hiring and customer service. Proven titles like "Delivering Knock Your Socks Off Service" and "1001 Ways to Reward Employees" were just some of the books available, and a new collection of business training videos was also introduced.

Public Libraries of Saginaw

by Sherril L. Smith, Assistant to the Director

One of the goals of the Public Libraries of Saginaw is to be a very business-friendly library. Since 1992, the library system has successfully partnered with the Saginaw County Chamber of Commerce, the Michigan Small Business and Technology Development Center, the U.S. Small Business Administration, Saginaw Future Inc., and most recently the Saginaw County Minority Business Development center in presenting monthly entrepreneur orientation seminars. Hundreds of start-up entrepreneurs have attended the seminars, which have been offered for more than a decade, and many have become successful small business owners as a result.

The library has an extensive business collection and a business/reference librarian who is active in the small business community via the Saginaw County Chamber and the Saginaw County Vision 2020 Small Business Alliance. The library has also partnered with several Saginaw small business organizations in presenting a 10-week "Starting a Home-Based or Small Business" class three times yearly, conducting a \$10,000 benchmarking study of the small business environment in Saginaw County, and presenting a county-wide conference on "Growing Your Business in Changing Times."

Small Business Core Sources

by Edwina Morgan, Reference Librarian, Library of Michigan

A patron walks up to your reference desk and says that she would like to open a small business. Yikes! Images of someone speculating with an entire life's savings flash through your mind. Quality information is needed to prevent any unnecessary disaster. Sounds easy – after all, a brief tour of the local bookstore will indicate that there is a plethora of business books on the market, all of which are meant to be rock-solid in their wisdom. Between books, journals, online guides and media reports, even the best business mind could become overwhelmed within a week should they try to take in all the information to be had.

To prevent information overload while at the same time delivering quality sources, start with basic sources, preferably ones without a profit motive. The best first stop on the list may be the federal government, via the United States Small Business Administration (<http://www.sba.gov>).

A thorough review of this site will provide a core understanding of some of the key issues involved in owning and maintaining a small business. Complete with online forms and over 200 free business publications, this site is a good return on taxpayers' dollars. While on the topic of dollars, do not neglect to explore the "financing" link at the top of the page, as working capital is often a key concern when starting a small business.

Linked to SBA is not another .gov, but an .org, likely another cost-effective resource. Score, Counselors to America's Small Business, can be found at http://www.score.org/learning_center.html. Their "60-Second Guides" cover topics from conducting market research (handy should you need a loan) to training your employees. Most of the information is available in Spanish as well as English. The legal section of the Reading Room is a must-see, as it covers more of the detailed problems involved in starting up a small business.

Still on the legal topic, there are credible paper sources as well. "The Legal Guide for Starting and Running a Small Business" by Fred S. Steingold is in its seventh edition. Published by the well-known NOLO publishing group, this title may be available at www.netLibrary.com should your library not have it handy.

To be sure, there will be more than one source on every topic pertaining to small business. Perhaps a comprehensive reference item would help guide patrons through the materials they will need to cover in order to launch a program without losing too much sleep. The "Encyclopedia of Small Business" by Kevin Hillstrom and Laurie Collier Hillstrom (Detroit, Michigan: Gale Group, 2002) may help calm nerves. At the very least it will explain what an external audit is as well as define business ethics. In a similar vein, the American Institute of Small Business puts out a reference book entitled "How To Set Up Your Own Small Business." User-friendly and indexed, it is gauged for the first time business person.

Business etiquette is also an important issue. Maybe not covered in every source, one can find it in "Emily Post On Business Etiquette," published by Harper Collins. On a different level there is "E²: Using the power of Ethics and Etiquette in American Business" by Phyllis Davis (Entrepreneur Media, 2003). At the core of such titles is the notion that knowledge of the dos and don'ts may save time and money if not legal battles.

Coming back to government documents, there are two sources that may boost any effort to launch a business. The "Small Business Profiles" now come in electronic format at <http://www.sba.gov/ADVO/stats/profiles>. The state profiles include basic information on the small business economy, such as small business income, industry composition, number of firms, women and minority-owned firms, job creation and banking information. Just scroll to the bottom of the page and click on the button for the state and year you wish to view.

Should you be dealing with a Michigander, they may need even more Michigan-specific information. Enter the Michigan Economic Development Corporation at <http://medc.michigan.org>. On this site you can find a startup checklist as well as Michigan-specific licensing information. Even more Michigan business information is available via MeL Internet at <http://web.mel.org/index.jsp>. Linked under "Business, Economics and Labor" is a small business subject heading along with numerous other useful topics, general and Michigan-specific.

The last source to pull out of the librarian hat is a very attractive version of the census at <http://www.geolib.org/PLGDB.cfm>. Originally intended to indicate census variables surrounding public libraries, it does indeed provide color-coded

maps of census areas. One may pull up the percentage of children age 5-17 living in close proximity to a potential toy store, for example. Feel free to read the how-to section of the page or just skip on to the "quick tour" box and go straight to the map zone.

MeL Internet Collection

Tip: Job and Career Information

by Becky Cawley, MeL Administrator, Library of Michigan

Job and career information can be found in various sections of the MeL Internet collection at <http://web.mel.org/index.jsp>. You can find much of this information by searching the whole site with the term "job*" or "job and career*" or "careers in."

For those who like to browse the collection by subject, we have established the following guidelines for the selectors:

The primary site for job and career resources is the Business, Economics and Labor section, which also include Michigan information.

The Education/Counseling section continues to include resources on career choice and test preparation.

The Government, Politics and Law section continues to focus on state unemployment services and related state service topics such as temporary assistance and retraining.

Any special subject section of MeL Internet may include "careers in" resources related to its specific discipline – for example careers in health, careers in astronomy, careers in government, etc.

Web-Sitings

*by Kyle Kay Ripley, Reference
Assistant, Library of Michigan*

Michigan Employment

UpperPeninsulaHelpWanted.com

<http://regionalhelpwanted.com/p/183/free-job-search-tools.htm?SN=183>

Best Jobs in Michigan

<http://www.bestjobsinmichigan.com>

Job postings for companies in West Michigan

<http://www.careermatrix.com>

Federal jobs in Michigan

<http://www.federaljobsearch.com/Michigan.asp?cid=0&tid=11202685&em=>

Job postings in many communities in southeastern Michigan

<http://www.hometownlife.net/HomeTownLife/Classifieds.asp>

Michigan Career Portal

<http://www.michigan.gov/careers>

Michigan Department of Civil Service job vacancies

<http://www.michigan.gov/mdcs/0,1607,7-147-6876-57453--,00.html>

Michigan Works!

http://www.michworks.org/mtb/user/MTB_EMPL.EntryMainPage

MLA Jobline

<http://www.mla.lib.mi.us/development/jobline.html>

MLive – local jobs in large cities in Michigan

<http://www.mlive.com/jobs/quicksearch>

Upper Peninsula Online Employment News, a guide to U.P. employment information

<http://www.upfirst.com/news.htm>

Database of the Month: LearnATest

by Linda Neely, Reference Librarian, Library of Michigan

If you select test study books for your library, you know that it is often difficult to find updates for tests. Once purchased, those test study books tend to disappear at an alarming rate. Fortunately, test study was never so easy as it is for Michigan residents using MeL. If you haven't checked the MeL LearnATest site lately, do so today!

Michigan residents can now access sample tests for those of every age and every level of education, from fourth grade to post-grad.

One of the things I like best about LearnATest is that once you set up an account — which is very easy to do — you can log in, start a test, log out, and the software saves your place in that test. The next time you log in, your incomplete tests are listed and you can start any of them where you left off. Another great aspect of this program is that you can check your answers at any point in a given test as well as upon test completion. Also, for incorrect answers, users receive a brief explanation for the correct answer.

Anyone accessing LearnATest through the Michigan eLibrary can take any of the tests offered; however, the following list by age/ability/interest level may be helpful:

Elementary School Skills Improvement includes:

- Fourth-grade math - four tests
- Fourth-grade reading - five tests, including Florida, California and Texas state practice tests
- Fifth-grade math - Florida state practice test

Middle School Level:

Middle school skills improvement - includes a long list of general mathematics, algebra, geometry, reading and writing skills tests, as well as a complete battery of Catholic high school entrance tests and tests from several other states

High School Level:

Advanced placement - tests in biology, calculus, English composition, English literature and history

College entrance exams - including practice tests for each of all subjects covered by the ACT, SAT, CUNY and THEA exams

High school skills improvement - includes a long list of tests in math, logic, reading and writing skills

College Level:

CBEST (California teachers' practice tests for mathematics and reading comprehension)

Graduate school entrance exams – includes GMAT (MBA), GRE (Graduate Record Exam), LSAT (law) and MCAT (medicine) sample tests

Praxis I – Pre-Professional Skills Test (PPST) for prospective teachers

General and Adult Level Skills:

GED – includes 14 practice tests for language arts, math, science and social studies

Reading skills improvement – comprehension and diagnostic exams for English speakers; grammar and vocabulary tests for Spanish speakers

Math skills improvement - includes tests in algebra, data analysis and probability, geometry, math fundamentals, measurement, and quantitative comparison

Skills improvement courses (adult learner)- includes grammar, math, reading comprehension, vocabulary and spelling

Writing skills improvement

ESL and Citizenship Study

Skills improvement with Spanish instructions – as above

Reading skills improvement – vocabulary and spelling course series to assist native Spanish-speaking persons in learning English

TOEFL – In addition to practice tests for the actual Test of English as a Foreign Language, there is a section on what the exam is like with tips on how to prepare for it.

U.S. citizenship – two history and civics tests

Profession-Specific Study Tests

Civil Service – basic civil service, federal clerical and postal worker sample tests

Cosmetology – two practice tests

EMS – EMT basic practice and paramedic tests

Firefighter – two practice tests

Law Enforcement – includes border patrol officer, corrections officer, police sergeant, police officer, California Highway Patrol and Treasury Enforcement Agent tests

Military – Armed Services Vocational Aptitude Battery Test (ASVAB) general exam and several specialized area tests

Nursing – nurses aide/nursing assistant tests

Real Estate – multiple exams for both broker and salesperson

Teaching - CBEST and PRAXIS I

Michigan's Library Cooperatives Provide Job and Career Training

*by Becky Cawley, MeL Administrator,
Library of Michigan*

Over the last two years, Michigan's library cooperatives have used federal Reed Act grants to fund a variety of job- and career-related projects. The purpose of these projects has been to provide training for library staff to help them serve the information needs of the unemployed. We recently asked the cooperatives to share any "tips and treasures" they gathered from these projects.

From Superiorland, Suzanne Dees pointed out the Web site developed by three northern Michigan cooperatives: www.mijob.info. This site includes a very useful set of links to job information in the areas of career choice, job listings, resume writing, interview skills and information for researching potential employers. It also includes training materials used in classes for library staff.

From Woodlands, Jim Seidl noted that member libraries find that ongoing information displays are one of the most effective methods for alerting the unemployed to library resources

available to them. His libraries also found that general classes for the public often do not answer the very specific, detailed questions that unemployed individuals have. Many people need the one-on-one counseling that they get from such places as Michigan Works. Libraries can supplement this counseling with information materials and organized Web sites such as MiJob.info.

From Southwest, Alida Geppert highlighted their training approach, which included eight skill-based workshops during the year. The final event was a joint conference with Capital Library Cooperative and Woodlands Library Cooperative, called "Added Value: Library Services in a Changing Work World." The training series for all three cooperatives culminated with this major conference focusing on the economics of changes in the workplace and the human side of change for displaced workers.

The conference pointed out that two traditional beliefs in America – "If you work hard, you will succeed" and "Work is the best path out of poverty" – give the displaced worker false hope. The reality is that there are too many bad jobs with fewer and fewer career ladders to better-paying positions. The conference supported the Reed Act effort for continuous education and training options for displaced workers.

From TLN, Michael Deller mentioned that an outgrowth of last year's training is a series of small-business startup workshops they have developed in collaboration with the Small Business Development and Technology Center of Michigan (SBDTC). These workshops were offered to both the general public and librarians in the Detroit area this summer.

Several cooperatives discovered that people seeking employment often don't have the basic computer skills they need in order to find and retain jobs. To help meet this need, the cooperatives will be using Reed Act-funded mobile training labs to take basic computer training to small libraries and their users.



Public Libraries of Saginaw Teen Fest a Success

Public Libraries of Saginaw held its third annual Teen Fest; in essence a three-hour “street party” for teens, featuring book bag relay races, karaoke, raffle prizes, a “Fear Factor” showdown, popcorn, drinks and a lanyard for the first 100 present. Connecting 170 teens from throughout the county, the event was hosted by Teen Advisory Group members, teen librarians and library staff with generous support from the Friends of the Public Libraries of Saginaw and McDonald’s restaurants. “Fear Factor” was, of course, the highlight of the festivities. Thirty participants entered the event and were eliminated based on the outcome of four rounds. Using their hands to search for plastic balls through beef fat shavings, finding super worms in ground corn and sorting fish parts were just some of the daring stunts that teens took part in during the event.

Teen Fest is also used as a time to register teens and advertise for the summer reading program, and the event helped the library top its teen 2003 summer reading program registration.

“The Human Rights Video Project” Comes to Brighton District Library

The Brighton District Library has been selected to participate in “The Human Rights Video Project,” a national library project created to increase the public’s awareness of human rights issues, on an international as well as domestic level, through the medium of documentary films. The project (www.humanrightspromote.org) is organized by National Video Resources in partnership with the American Library Association.

The Brighton District Library received a collection of 12 documentary films on human rights issues such as women’s rights; children’s rights; economic, social and cultural rights; refugee rights and related issues; and arms, conflict and international humanitarian law. The films are available now and may be checked out at the library for home viewing. The library will host an online discussion in the near future; information about the online discussion will be posted at the library’s Web site at

www.brightonlibrary.info.

Robert Raz joins Library Jobs Network as Consultant

Robert E. Raz has joined Library Jobs Network/Library Training Network as a consultant. Raz retired recently after serving as director of the Grand Rapids Public Library for 25 years. Marianne Hartzell and Joseph J. Mika, principals with the Library Jobs/Library Training firms, noted that Raz will bring not only a wealth of experience and contacts in the library community to the firm, but his location in northern Indiana will also assist the firm in better serving clients in the southwest Michigan/northern Indiana/eastern Illinois area. Library Jobs Network is an executive search firm focused solely on securing highly qualified candidates for positions in academic, public and special libraries. Library Training Network provides strategic planning for all types of libraries and customized training for library staff and trustees. For more information, visit the firm's Web site at www.libraryjobs.net and www.librarytraining.net.

Clinton-Macomb Public Library Wins Publication and Web Awards

The Clinton-Macomb Public Library has been honored with two awards for their full-color library service brochure – the Library Public Relations Council's L. Percy Award and the Public Relations Society of America's Bronze Anvil Award of Commendation. Submissions for the L. Percy Award come from libraries throughout the United States, and submissions for the Bronze Anvil Award come from a wide variety of industries nationwide. "The L. Percy Award judges all used the same word to describe the winning brochure, and that word is 'flawless,'" said Cheryl O'Connor, president of the Library Public Relations Council. The brochure, put together in 2003 in anticipation of the opening of the main library, is given to every new Clinton-Macomb Public Library cardholder and describes library policies, services and other general information.

The library has also won an award from "Young Adult Library Services" magazine for its young adult Web page, The Edge. The Edge is the name of the young adult section of the main library, as well as the moniker of the Web page located at www.cmpl.org/edge. The Edge incorporates many links recommended by Clinton-Macomb Public Library librarians, including educational and recreational sites. Librarians also try to survey the homework that local schools are assigning, and the links to outside sources are put together to compliment local school curriculum.

If you have a news item you would like to contribute, please contact Casey Kremers at 517-373-5578 or email: ckremers@michigan.gov.



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